

Request/Voucher for Advance Salary Payment

SECTION A -- Employee Information (To be completed by employing office)

1. Contact Person/Routing Symbol/Telephone Number		2. Administration Abbreviation/Region	
3. Employee Name (<i>Last, First, Middle Initial</i>)		4. Employee Appointment Date	
5. Mailing address for check (<i>Including ZIP Code</i>)		6. Social Security Number	
7. Amount of Request	8. Number of Repayment Pay Periods	9. Biweekly Repayment Amount	

SECTION B -- Employee Agreement (To be completed by employee)

I have verified that the information in Section A is accurate and I agree to repay this advance by biweekly payroll deduction as specified above. Salary deductions will begin during the second full pay period following my appointment date. I understand that if I leave the Department of Transportation, or terminate for any reason, I am liable for repaying the advance in full upon separation.

10. Employee Signature _____ Date: _____

SECTION C -- Approving Office Information (To be completed by approving official)

11. Approving Official		
<i>(Signature)</i>	<i>(Typed name and title)</i>	<i>(Date)</i>
12. Accounting Classification		

SECTION D -- Paying Office Information (To be completed by accounting office)

13. Voucher Certification: This voucher is certified correct and proper for payment.

Authorized Certifying Official:

<i>(Signature)</i>	<i>(Typed name and title)</i>	<i>(Date)</i>
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